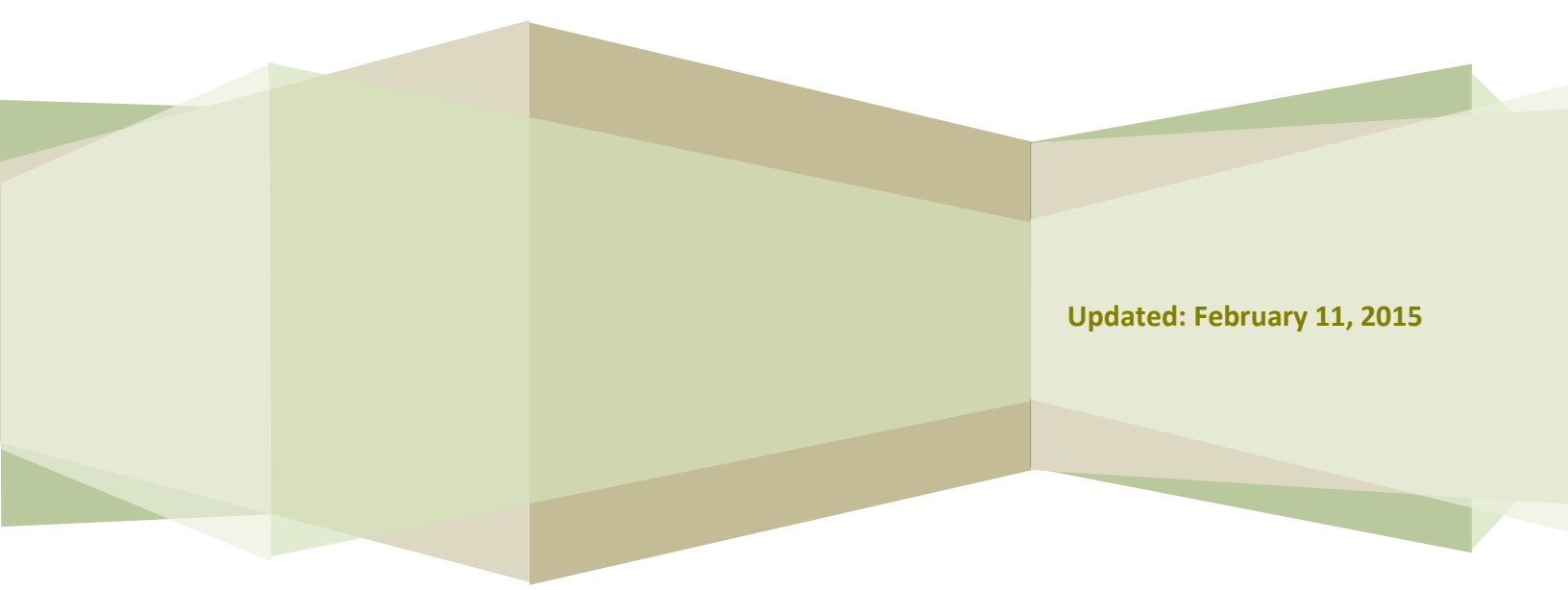


Office of Superintendent of Public Instruction

iGrants User Training Manual

iGrants User Manual – District



Updated: February 11, 2015

Contact Us

Email: iGrants@k12.wa.us

Phone: (360) 725.4956

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General Information

Introduction

The Office of Superintendent of Public Instruction (OSPI) uses iGrants—an Internet-based system—to collect data from Washington State school districts for a variety of federal and state grant applications, competitive grants (RFPs), and end-of-year reports.

Training Manual Purpose

This training manual serves as an introduction to the iGrants system. Screenshots are provided to illustrate the various iGrants processes. iGrants users can use this training manual to learn how to operate the iGrants system and generate data exports and reports.

Adjusting the Browser Settings

To ensure screens and reports display correctly, use **Internet Explorer (IE)** as your Web browser. If necessary, you may need to adjust the browser settings for IE by following these steps:

1. In the top right-hand corner of the browser window, click on **Tools**. From the drop-down list, select **Internet Options**.
2. A window will display with Internet Options. On the **General** tab, under the heading **Browsing history**, click the **Settings** button.
3. Another window will display with Temporary Internet Files settings. Under the heading **Temporary Internet Files**, select the radio button that says **Every time I visit the webpage**. Click OK.
4. This window will close, and the Internet Options window will again display. **Click OK** to close this window.
5. Your browser settings are now adjusted and will **remain the default** each time you open the IE browser.

Exploring the iGrants Home Page—I Need To . . .

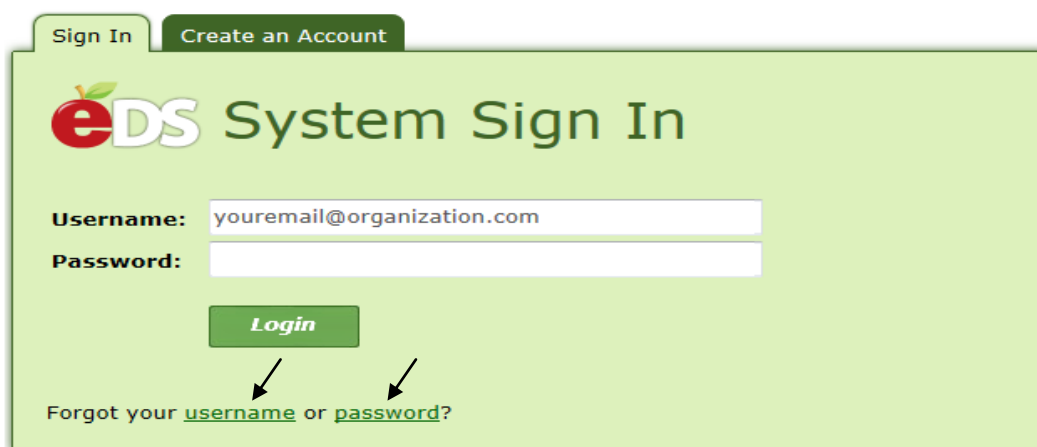
Get User Login Credentials

The procedures for gaining access to iGrants are as follows:

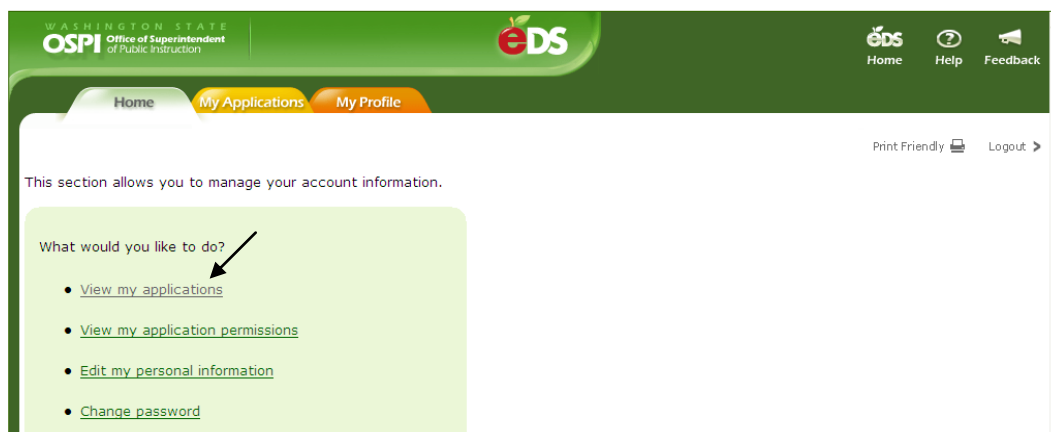
- ◇ **School Districts**—All users must contact their [district security manager](#). A list of district security managers is located on the iGrants home page under the [Obtain User Login Credentials](#) link.
- ◇ **All Other Organizations (listed below)**—Contact OSPI Customer Support by calling (800) 725-4311, Option #1 or emailing CustomerSupport@k12.wa.us.
 - Educational Service Districts
 - Non-Profit Organizations
 - Colleges and Universities

Login to iGrants (All Users)

1. From the [EDS Login screen](#), type your **Username** (your email address) and **Password** and click **Login**. The EDS home page opens. (If you've forgotten your user name or password, click on the appropriate link to navigate to another screen and follow the instructions.)



2. From the EDS home screen, click on the **View my applications** link.



3. From the My Applications screen, click on the **iGrants** link.

Note: Each user's **My Application List** will contain different links. If your list does not display the **iGrants** link, contact Customer Support at (800) 725-4311, Option #1.

Application
Education Data System
Electronic Certification
Events Manager
iGrants
NBPTS Scholarship

4. Clicking iGrants on the My Application page displays the iGrants home page screen. Click on [Login to iGrants](#) to enter the iGrants system. (If you have already logged into the EDS system, you are not required to login again, but you must click on the link to gain access.)

I Need To...

- [Login To iGrants](#)
(All Organization Users and OSPI Staff)
- [Obtain user Login Credentials](#)
- [Get My Questions Answered](#)
- [Get a list of form package contacts](#)

[Click here for User Manual](#)

Message Center:

- [Message Center 3 New](#)

Topics:

- [Inventory of Form Packages](#)
- [Allocations](#)
- [Indirect Rates](#)
- [Carryover](#)

Resources:

- [Assurances](#)
- [General Resource Information](#)

Customer Service:

- [Contact Us with Technical Issues](#)

Message Center

The [Message Center](#) link on the iGrants home page displays notification messages regarding form packages that are active in the iGrants system. Click on the appropriate link (**New, Current, or Archived**) to view the messages.

Date: 1/30/15
Message: 142 (2014-15 System)

The following has been added to the list of available iGrants form packages.

Bridge to College Courses

Form Package: 719

Eligible Subgrantees: School Districts

Purpose: To support implementation of the 4th year transition Bridge Course for math and ELA.

Due Date: 3/30/15

Questions? Contact...

Kathryn Absten
360.731.7341
Katy.Absten@k12.wa.us

Amy Ripley
360.725.6070
amy.ripley@k12.wa.us

Topics

The iGrants home page displays links to the following **Topics**:

- ◇ Inventory of Form Packages
- ◇ Allocations
- ◇ Indirect Rates
- ◇ Carryover

Inventory of Form Packages

Clicking on the [Inventory of Form Packages](#) link displays a list of form package types.

- Use the **Select a Fiscal Year** drop-down to see form packages from prior years.
- Clicking the link for various **form package types** displays form package details and contact information.
- Clicking on the form package name will open up its **profile page**. This is not the form package itself but, rather, a page that lists various form package details.
- Click the **Print** icon to open the page in print view.
- Click the **Back** button to return to the Inventory of Form Packages main page.

Allocations

Clicking the [Allocations](#) link displays the **Allocation Amounts** page.

- Use the **Select a Fiscal Year** drop-down to view allocations for prior years.
- Clicking a **Funding Type** link on the Allocation Amounts page displays allocation amounts for various form packages. Click on the headers to sort the display.

Note: Only **uploaded allocations** will appear on this list. Form packages that have an open field in the budget calculator (where organizations enter the allocation themselves) will not appear on this list.

- Click the **Print** icon to open the page in print view.
- Click the **Back** button to return to the Allocations Amounts page.

Indirect Rates

Clicking the [Indirect Rates](#) link on the iGrants home page displays a page which describes the purpose of the indirect rate.

- Use the **Select a Fiscal Year** drop-down to select previous fiscal periods.
- Clicking the **Go** button on the **Indirect Rates** page displays the indirect rate types and amounts posted for districts in the selected fiscal year.
- Click the **Print** icon to open the page in print view.
- Click the **Back** button to return to the iGrants home page.

Carryover

Clicking the [Carryover](#) link on iGrants home page displays the **Carryover Amounts** page.

- **Select a Fiscal Year** from the drop-down.
- **Select a Funding Type** by clicking on the **Federal Grants**, **State Grants**, or **Other Grants** link.
- Clicking the funding type link on the carryover amounts page displays the appropriate **carryover amounts** for all organizations by form package for the selected fiscal year.
- Click the **Print** icon to print the page.
- Click the **Back** button to return to the Carryover Amounts page.

Resources

The Resources section of the iGrants home page displays links to the following:

- ◇ Assurances
- ◇ General Resource Information

Assurances

Clicking the [Assurances](#) link displays a page which describes the purpose of assurances and gives a list of form package assurances.

- Use the drop-down list to view previous fiscal periods.
- Click any of the program links to display the assurances for that program.
- Click the **Print** icon to open the page in print view.
- Click the **Back** button to return to the iGrants home page.

General Resource Information

The [General Resource Information](#) link displays informational links about the following:

- ESEA
- Transferability and REAP Flexibility Guidance
- Comparability
- Dollar Flow (Federal)
- Dollar Flow (State)
- Faith Based
- SAS Timeline

Customer Service

- Clicking the [Contact Us with Technical Issues](#) link displays the following technical support contact information.

Please contact. . .	When you need help with. . .
DISTRICT SECURITY MANAGER The “ Obtain User Login Credentials ” link on the iGrants home page opens to a page that includes a link to district security managers .	District personnel only <ul style="list-style-type: none"> Setting up new accounts iGrants access/login issues Changing EDS role assignments Technical assistance with computer issues
CUSTOMER SUPPORT (800)725-4311, option #1 or (360) 725-4983 customersupport@k12.wa.us	All other organizations , including ESDs, non-profits, colleges/universities, and OSPI staff <ul style="list-style-type: none"> Resolving login issues Creating new EDS accounts Changing EDS role assignments Accessing other EDS applications
OSPI PROGRAM CONTACTS See individual form package Profile Page for program contact information.	Program-related questions regarding: <ul style="list-style-type: none"> Application content Timelines/deadlines Budgets Guidance on appropriate use of funds
OSPI iGRANTS STAFF Terri Vatne/Jan Burt (360) 725-4956 iGrants@k12.wa.us	Technical issues, e.g., <ul style="list-style-type: none"> Data isn’t saving A calculation isn’t working correctly Trouble submitting a form package A form package is not visible on list
OSPI GRANTS MANAGEMENT/CLAIMS Holly Hill (360) 725-6281 holly.hill@k12.wa.us Michelle Sartain (360) 725-6282 michelle.sartain@k12.wa.us	All claims related questions Note: Even though the budget is created in iGrants, claims is a separate EDS system managed by grants management staff, not iGrants.

How to Complete and Submit a Form Package

Pre-Approval Process

Finding a Form Package in iGrants

The **Form Package Selector** page displays after you login to the iGrants System. It is used to find form packages that have been created for current or past fiscal years, depending on the fiscal period selected from the drop-down list in the left-hand corner of the page.

To locate a specific form package, type the 3-digit form package number in the **Form Package ID** field, then click **Search**.

Fiscal Period 14-15 Use Search Criteria or Press Name of Form Package Below

Form Package Selector Search Show All

Form Package ID: 201

Form Package Name:

Funding Group Type: All

Funding Type: All

Milestone: All

☐ Include Hidden

ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date	Curr Form Stat
706 Hide	21st Century Community Learn Centers - Cohort 11 (New Applicants)	21st Century Community Learning Centers	06/09/2014	7/17/2014 4:00:00 PM	
634 Hide	21st Century Community Learn Centers - Cohort 9 (Continuing Grantees)	21st Century Community Learning Centers	09/12/2014	9/22/2014 4:00:00 PM	
654 Hide	21st Century Community Learning Center - Cohort 10 (Continuing Grantees)	21st Century Community Learning Centers	09/12/2014	9/22/2014 4:00:00 PM	
540 Hide	21st Century Community Learning Centers - Cohort 8 (Continuing Grantees)	21st Century Community Learning Centers	09/12/2014	9/22/2014 4:00:00 PM	
656	Advanced Placement Computer Science Initiative	Career and	05/01/2014	6/4/2014	

A form package initially displays with the status of **Not Initiated**. Clicking **Save** on any page will change the form package status to **Draft**.

Note: Occasionally, form package pages are pre-populated with data from a previous year. In this case, the form package status will still start out as Not Initiated, even though the fields may display data.

Entering Form Package Data (pre-submission)

Clicking the form package name or the ID# displays the form package **tabs**.

Help Contact RFP Budget Finish Notify Notes

- **Contact Tab**

Each form package opens to the Contact tab by default. Unless the form package is entirely new or a competitive grant, the contacts will be copied over from the previous year. Verify the accuracy of the contacts listed, make any necessary changes, then click save and mark the page completed. If the form package is new, you will still see the orange banner asking you to verify for accuracy. It is standard on all form packages. Just complete the fields, and mark the page complete.

The screenshot displays the 'Contact' tab interface. At the top, there is a navigation bar with buttons for Help, Contact (active), Application, Budget, Finish, Notify, and Notes. Below this is a toolbar with icons for Mark Completed, Save, and Print. A prominent orange banner with a warning icon contains the text: 'Contact information copied over from previous fiscal period. Please verify for accuracy.' The main content area is divided into two sections: 'Main Contact' and 'Alternate Contact'. The 'Main Contact' section includes fields for Title, First Name (pre-filled with 'First'), Last Name (pre-filled with 'Last'), Email (pre-filled with 'firstlast@somewhere.wa.us'), Confirm Email (pre-filled with 'firstlast@somewhere.wa.us'), Phone (pre-filled with '555-555-5555'), Fax, Address (pre-filled with '123 Schoolhouse Rd'), City (pre-filled with 'Somewhere'), State (pre-filled with 'WA'), and Zip Code (pre-filled with '99999'). The 'Alternate Contact' section includes fields for First Name (pre-filled with 'AltFirst'), Last Name (pre-filled with 'AltLast'), Email (pre-filled with 'altfirstlast@somewhere.wa.us'), Confirm Email (pre-filled with 'altfirstlast@somewhere.wa.us'), and Phone (pre-filled with '555-555-5555').

Help Contact Application Budget Finish Notify Notes

Mark Completed Save Print

Contact information copied over from previous fiscal period. Please verify for accuracy.

Main Contact

Title:

First Name: Last Name:

Email:

Confirm Email:

Phone: Fax:

Address:

City:

State: Zip Code:

Alternate Contact

First Name: Last Name:

Email:

Confirm Email:

Phone:

- **Application/RFP/Report Tab**

The next tab in the form package is the Application/RFP/Report tab, depending on the type of form package. Enter or update data as required for each page in the form package. Save frequently, and be sure to mark each page completed when you are done. Click **Next** or **Previous** to navigate between pages.

Note: If there are three or fewer pages, there will be numbered page buttons rather than Next and Previous buttons.

Page 1 SAS	Page 2 Assurances	Page 3 Request Waiver Form	Page 4 Required Uses	Page 5 Allowable Activities
Draft	Completed	Completed	Draft	Not Initiated

By clicking on the **Milestone Viewer** at the top of the page drop-down, you can view the status of each page. Clicking the page icon will display that page.

- **Budget Tab**

- ◇ **Budget Categories**


Some form packages have more than one budget category. The illustration above displays a form package that has two budget categories: Section 611 and Section 619. That means you can create two original budgets—one for each category—which will allow you to track the funding streams separately.

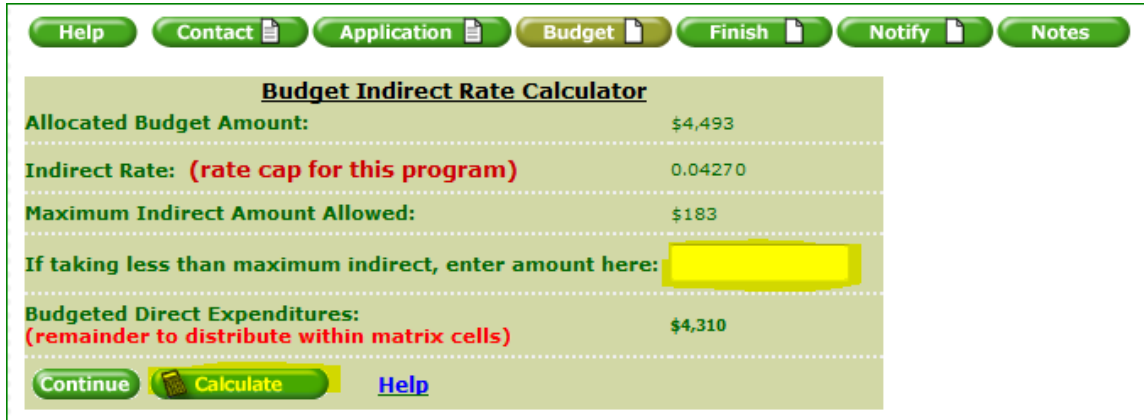
When there are budget categories, you will see a drop-down list to the left of the “New” button. Select the appropriate category from the drop-down list **before** you click the “New” button.

To create a budget, click the “New” button which will take you to the **Budget Indirect Rate Calculator**.

◇ Budget Indirect Rate Calculator

If you are taking **less than** the maximum indirect amount displayed in the budget indirect rate calculator, enter the amount in the open field, then use the

 button to recalculate the **Budgeted Direct Expenditures** amount. Click **Continue** to go to the budget matrix.

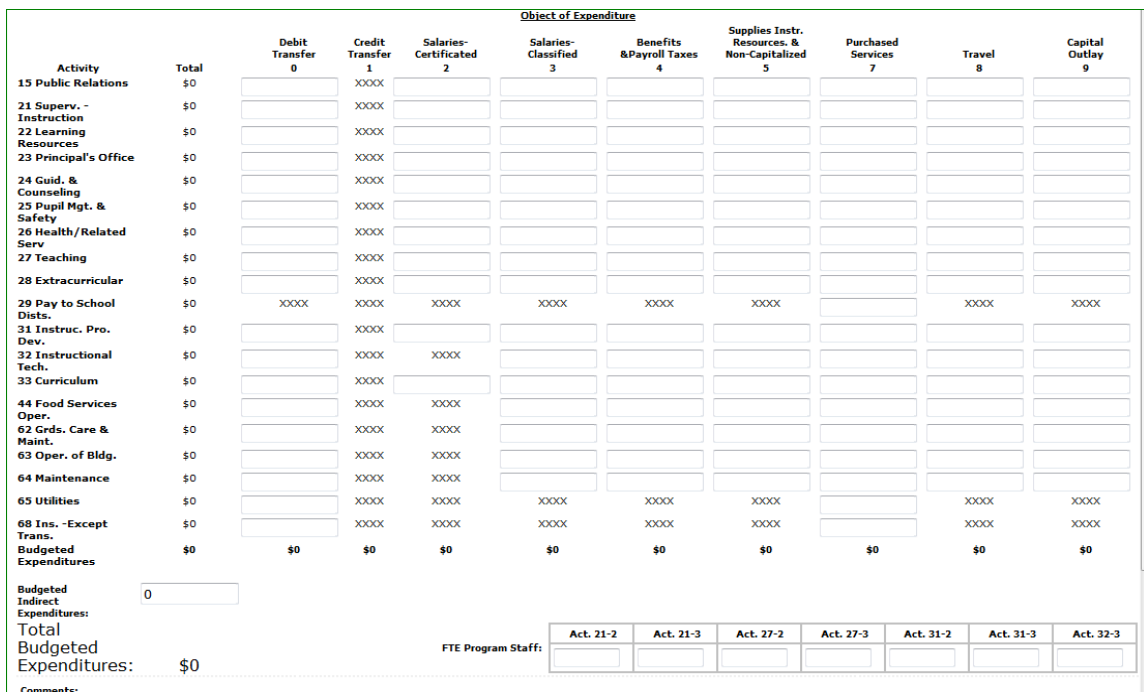


The math: Budgeted Direct Expenditures + Indirect = Total Allocated Budget Amount.

◇ Budget Matrix

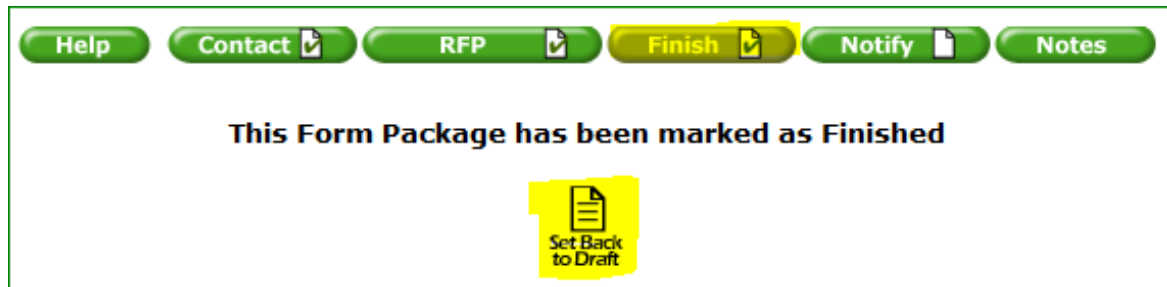
Enter dollar amounts in the desired fields based on the allowable activities identified on the profile page. Save.

Note: If an error message appears at the top of the page after saving, you must correct the error before the system will let you continue. *If you exit the budget before satisfying the error message, your entries will not be saved.*



• Finish Tab

When you have marked all form package pages and the budget, if applicable, completed (each tab will display a check mark), click on the **Finish** tab. At this point, you have the option of moving on to the Notify tab or setting the form package back to draft. Clicking the Finish tab will change the form package status to **Finished**.



• Notify Tab

Clicking the **Notify** tab brings up an email. Add comments, and click on **Send Message**.

From: Terri Vatne - terri.vatne@k12.wa.us
☐ Use 'DoNotReply@k12.wa.us'. Only use this if you are experiencing problems receiving e-mails.

To: JUDITH HOLLIDAY - jholliday@asd5.org

CC: Fiscal Officer - DAVID HERRINGTON - dherrington@asd5.org, Fiscal Officer Alternate - Doris Daly - ddaly@asd5.org, Grant Administrator - topstad@asd5.org - topstad@asd5.org, Terri Vatne - terri.vatne@k12.wa.us

Subject: Aberdeen School District Form Package College-Ready Math Initiative (711)(14-15) is Now Ready For Internal Organization Review

Message: Form Package Now Ready For Internal Organization Review (sent to iGrants Administrator, Fiscal Officer and Grants Administrator):

The form package identified in the header of this email is now ready for internal review by organization officials to ensure all components of the form package, including the contact page, form pages, and budget (if applicable) are fully complete and ready for OSPI review and approval.

After reviewing this form package, please contact the iGrants administrator to send the request for approval email to OSPI.

Comments: Thank you.

Send Message **Cancel**

In the case of a district or ESD, the email will notify the in-house person designated as the iGrants Administrator and will change the form package status to **Under Org Review**. The final step is for the designated iGrants Administrator to go to their **iGrants Administrator Console** to submit the form package to OSPI. This step will change the form package status to **Requested OSPI Approval**.

Ready for Internal Review and Request OSPI Approval: The list of form packages displayed under this status level is ready for internal district review. Review all applicable form package components for completeness, e.g., contact information, form pages, and budget. After reviewing the form package contents, send the request for approval email to the OSPI program office. Press **Send All** if you choose to request approval for multiple form packages.

Form ID	Organization	Form Package	Milestone	Modified By	ModifiedDate	Ready for Sending	Request OSPI Approval
714	Educational Service District 112	Mathematics and Science Partnership Grant (new applicants)	Under Org. Review	Terri Vatne	1/5/2015	Yes	Request OSPI Approval

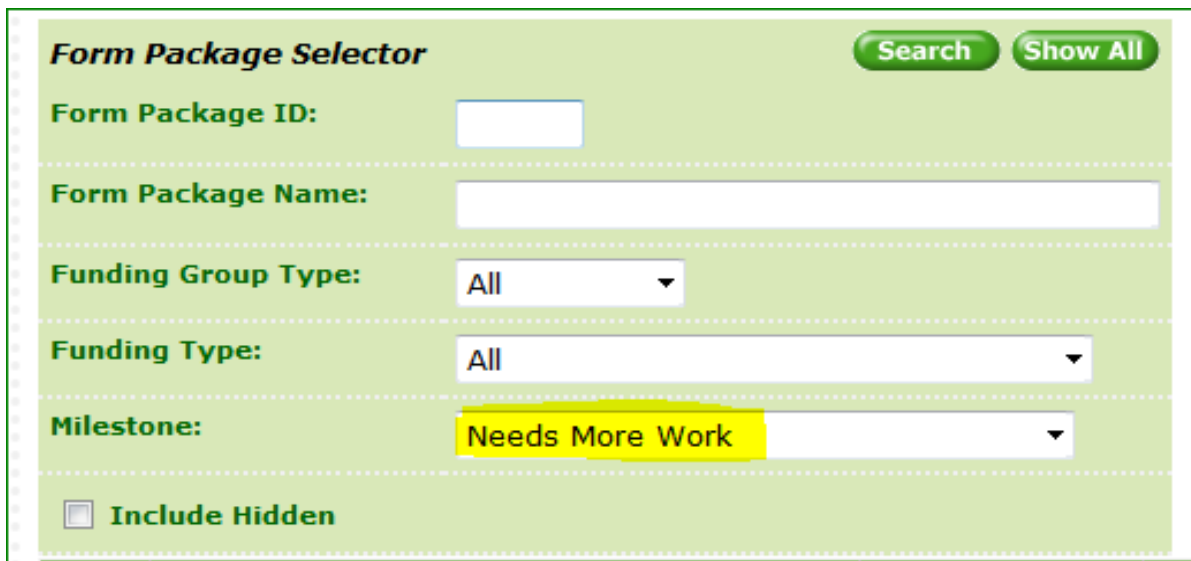
Send All:

For **colleges/universities and other organizations**, sending the email from the Notify tab will directly notify the OSPI program contacts of your submission.

Changing Form Package Data (post-submission/pre-approval)

Before an OSPI reviewer can approve a form package, they sometimes need to send it back for further work. They will notify the applicant by sending a **Needs More Work email** describing the work that needs to be done. Sending that email will change the form package status from Under OSPI Review to **Needs More Work**.

One way to find form packages that have been put under Needs More Work is to use the **Milestone drop-down** on the Form Package Selector page. Select **Needs More Work** and click **Search**. The page refreshes to display only those form packages in Needs More Work status. Click the form package name (hyperlink) to display form package data.



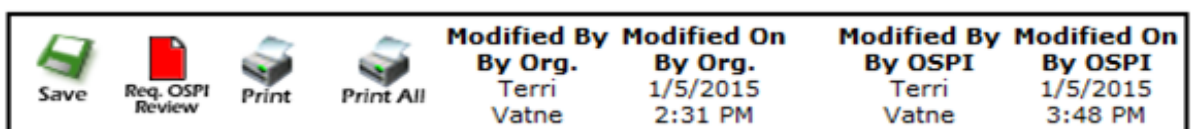
The image shows the 'Form Package Selector' interface. It has a title 'Form Package Selector' and two buttons: 'Search' and 'Show All'. Below the title are several input fields: 'Form Package ID:' with a text box, 'Form Package Name:' with a text box, 'Funding Group Type:' with a dropdown menu showing 'All', 'Funding Type:' with a dropdown menu showing 'All', and 'Milestone:' with a dropdown menu showing 'Needs More Work'. At the bottom, there is a checkbox labeled 'Include Hidden'.

The tab containing pages that need more work displays a **Yellow icon**. Pages needing more work show a status of **Needs More Work** on the drop-down list of pages. (If there are three or fewer pages in the form package, the page button will display a yellow icon, indicating the page that needs work.) If it is the budget that needs more work, the budget tab will display a yellow icon.



The image shows a navigation bar with several buttons: 'Help', 'Begin Review', 'Contact', 'RFP', 'Budget', 'Approval', and 'Notes'. Below these buttons are two buttons: 'Page 1' and 'Page 2'.

When you have completed making the requested changes, click on the **red Req. OSPI Review** icon to bring up an email that notifies OSPI to review the changes. Send email.



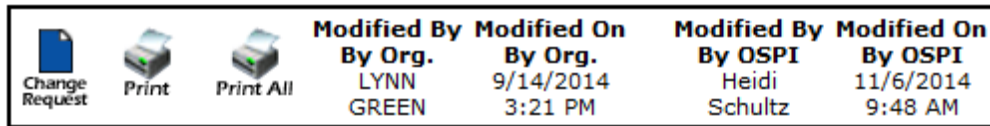
The image shows a footer bar with several icons and text. The icons are: 'Save', 'Req. OSPI Review', 'Print', and 'Print All'. The text is: 'Modified By Modified On By Org. Modified By Modified On By Org. Terri 1/5/2015 2:31 PM Vatne Modified By Modified On By Org. Terri 1/5/2015 3:48 PM Vatne'.

Note: The form package will remain in **Needs More Work** status until the OSPI reviewer again puts the corrected page/budget **Under OSPI Review**.

Post-Approval Process

Making Changes to Form Package Pages

To change data on a page *after* form package approval, click on the **blue** Change Request icon.

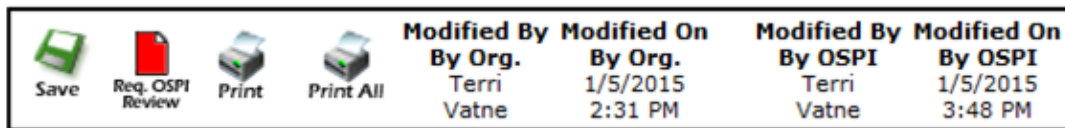


Clicking on the **Change Request** icon will bring up an email to send to OSPI requesting them to unlock a page so you can make changes. The form package status will remain **Final Approval Issued**, but **Forms Unlocked for Changes** will appear on the Form Package Selector page for that form package. **Change Request Accepted** will appear on the page drop-down once the page is unlocked.

The 'Form Package Selector' interface includes search filters (Form Package ID: 201, Name, Funding Group Type, Funding Type, Milestone) and an 'Include Hidden' checkbox. Below is a table with columns: ID, Name, OSPI Program Area, Form Pkg Available Date, Form Pkg Due Date, Current Form Pkg Status/Date, Modified, Modified (OSPI), and Change Requests (Narrative/Data). The first row shows ID 201, Name 'Title I, Part A - Improving Basic Programs', OSPI Program Area 'Title I, Part A', Form Pkg Available Date '05/01/2014', Form Pkg Due Date '9/1/2014 5:00:00 PM', Current Form Pkg Status/Date 'Final Approval Issued', Modified 'Terri Vatne 01/07/2015', Modified (OSPI) 'Terri Vatne 01/07/2015', and Change Requests 'Forms Unlocked for Changes' (highlighted in yellow with an arrow pointing to it).

ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date	Current Form Pkg Status/Date	Modified	Modified (OSPI)	Change Requests (Narrative/Data)
201 Hide	Title I, Part A - Improving Basic Programs	Title I, Part A	05/01/2014	9/1/2014 5:00:00 PM	Final Approval Issued	Terri Vatne 01/07/2015	Terri Vatne 01/07/2015	Forms Unlocked for Changes

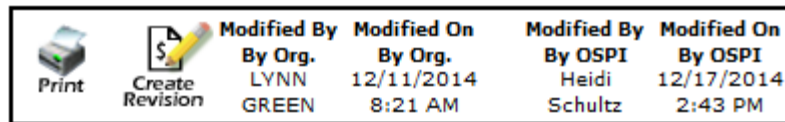
When you have finished making your changes, click the **red** **Req. OSPI Review** button to bring up the OSPI notification email.



After reviewing your changes, OSPI staff will either send it back for further changes or mark the page approved.

Budget Revisions

To revise a budget, open the latest approved budget. Click the **Create Revision** icon.



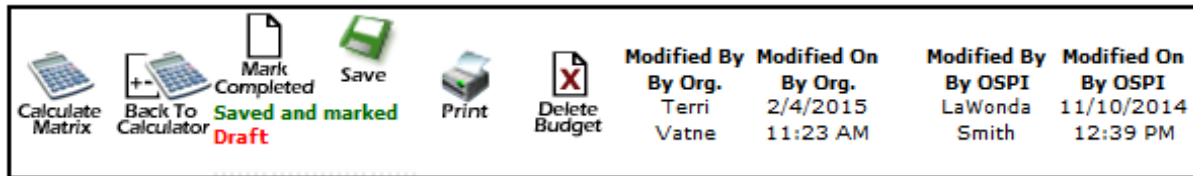
This will take you to the budget calculator. Click **Continue** to get to the budget matrix. Manually redistribute dollar amounts to the desired fields and click **Save**.

Note: If an **error message** displays (top of page) after clicking Save, you will need to **correct the error** before the system will save your changes.

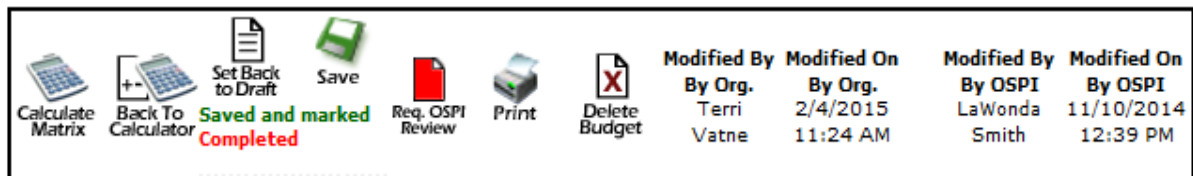
Changes will be recorded at the bottom of the budget matrix page. Record the reason for your changes in the **Revision Comments** field.

Changes Made			Revision comments								
<table border="1"><thead><tr><th>Field</th><th>Previous</th><th>New</th></tr></thead><tbody><tr><td>Activity 27 0</td><td>\$0</td><td>\$798</td></tr><tr><td>Activity 27 2</td><td>\$798</td><td>\$0</td></tr></tbody></table>	Field	Previous	New	Activity 27 0	\$0	\$798	Activity 27 2	\$798	\$0		<div>Reason for revision stated here.</div>
Field	Previous	New									
Activity 27 0	\$0	\$798									
Activity 27 2	\$798	\$0									

Click the **Mark Completed** icon.



At that point, the **red Req. OSPI Review** icon will appear. Click the icon to bring up the email to send to OSPI notifying them of your budget revision. Send the email to OSPI.



Claims

OSPI program staff will review your budget revision and forward it to Grants Management/Claims. Once Grants Management has recorded the revision in the claims system, OSPI program staff will approve the budget revision. At that point, you will be able to make claims against your revised budget amounts.

If you have questions regarding claims, please call Holly Hill at 360.725.6281 or Michelle Sartain at 360.725.6282, depending on who is listed as the fiscal agent at the bottom of the profile page for that form package.

iGrants Features/Tools

Hide/Unhide

Clicking the **Hide** link under a form package number in the ID column hides that form package *on your computer only*. Once hidden, a form package will remain hidden until the **Unhide** link is clicked.

Form Package Selector [Search](#) [Show All](#)

Form Package ID:

Form Package Name:

Funding Group Type:

Funding Type:

Milestone:

☒ **Include Hidden**

ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date
706 Hide	21st Century Community Learn Centers - Cohort 11 (New Applicants)	21st Century Community Learning Centers	06/09/2014	7/17/2014 4:00:00 PM
634 Hide	21st Century Community Learn Centers - Cohort 9 (Continuing Grantees)	21st Century Community Learning Centers	09/12/2014	9/22/2014 4:00:00 PM

To find a hidden form package, click the **Include Hidden** check box then click **Search**. Once the form package is again visible, you must click the **Unhide** link for it to appear on your list next time you log in.

☒ **Include Hidden**

ID	Name	OSPI Program Area	Form Pkg Available Date	Form Pkg Due Date
706 Unhide	21st Century Community Learn Centers - Cohort 11 (New Applicants)	21st Century Community Learning Centers	06/09/2014	7/17/2014 4:00:00 PM
634 Hide	21st Century Community Learn Centers - Cohort 9 (Continuing Grantees)	21st Century Community Learning Centers	09/12/2014	9/22/2014 4:00:00 PM

Track Changes

Purpose

The iGrants track changes feature addresses the need to identify changes made to a form package after data was copied from the prior fiscal period, or OSPI has returned it to the applicant for changes.

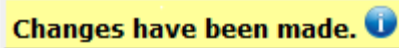
How It Works

When pre-determined milestones occur (e.g., “Needs More Work” during initial review or “Unlock Page” for post-approval changes), a snapshot is taken of the values on each page where the milestone occurs. If a change is made to a value on a page with such a snapshot, a banner will display at the top of the page, and a message or button will appear directly below each changed value.

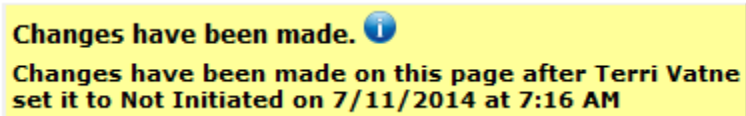
For example, when data from a form package is copied over from a previous fiscal period, snapshots are taken of every page in the form package. Any changes made prior to submission will be displayed as explained in the examples below.

Event: A school district revises values on a page which has a snapshot.

Track Changes Response: The following banner displays at the top of the page.

A yellow banner with a black border containing the text "Changes have been made." followed by a blue circle with a white lowercase 'i' icon.

Clicking the “i” in the blue circle will display more information about the snapshot.

A yellow banner with a black border. The top line reads "Changes have been made." followed by a blue circle with a white lowercase 'i' icon. The bottom line reads "Changes have been made on this page after Terri Vatne set it to Not Initiated on 7/11/2014 at 7:16 AM".

Note: In general, a button or message appears directly *below* each changed value. The following examples explain what to expect for each type of data field.

Numerical Field: A **View Changes** toggle button appears.

Clicking this button will open a box displaying the field with deleted and added numbers highlighted. A deleted number will be highlighted in **red**. An added number will be highlighted in **green**. **Example:**

Female	Male
<input type="text" value="1"/>	<input type="text" value="1"/>
Hide Changes	Hide Changes
01	01

After reviewing the changes, clicking on the **Hide Changes** button will collapse the track changes display.

Text Box: A **View Changes** toggle button appears.

Clicking this button will open a box displaying the field with deleted and added text highlighted. Deleted text will be highlighted in **red**. Added text will be highlighted in **green**.

Example: There are **presently** **currently** 270 4th grade students at XYZ Elementary.

After reviewing the changes, clicking on the **Hide Changes** button will collapse the track changes display.

Radio Button: A message appears indicating the former response.

Example:

Have 50 percent of your teachers been trained? ☐ Yes ☒ No

Changed from Yes

Drop-Down List: A message appears indicating the former response.

Example:

Changed from No

Check Box: The message “Changed” appears, indicating that if it’s checked now, it wasn’t before, and vice versa.

Example: ☒ Option #1

Changed

“New” Section Added: The message “Section Added” appears. The added section is highlighted in **green**.

Example: **Section Added**

School Name: <input type="text" value="New Section"/>	
Definition of Excused Absence	<input type="text"/>
Total Excused Absences	<input type="text"/>
Definition of Unexcused Absence	<input type="text"/>
Total Unexcused Absences	<input type="text"/>

“New Section Deleted: The **Show Deleted Section** toggle button appears.

Clicking the **Show Deleted Section** button will display the deleted section highlighted in **red**.

Example:

School Name: <input type="text"/>	
Definition of Excused Absence	Any absence with a parent/guardian excuse acceptable to school officials. ^ v
Total Excused Absences	9314
Definition of Unexcused Absence	Any absence with or without a parent excuse that is deemed unacceptable to school ^ v
Total Unexcused Absences	4653

The toggle button then changes to: **Hide Deleted Section**


Snapshots Deleted



Event: An OSPI program manager approves a page.

Track Changes Response: The snapshot of the page is deleted if a snapshot existed. All track changes buttons and banners disappear.

Note: Track changes buttons and banners do not show when printing a page.

All Budgets

Clicking the  button in the left-hand navigation bar displays the iGrants **Budget Report** page with links to all budgets.

- The Budget Report page displays budgets for **current fiscal period** only.
- Click the  icon to view the **Budget Status and History**.
- Click the  icon to print.
- Click the link in the **Access Budget** column or the **Form Package** name to view the budget.

Example of **Budget Status and History** page:

Budget Status and History	
Form Package:	655 GRADS Mini Grants
Organization:	Aberdeen School District
Grant Number:	0179013
Revision:	1
Direct Expenditures:	\$2,000
Indirect Expenditures:	\$0
Total Expenditures:	\$2,000
Current Status:	Final (Locked)
Current Milestone:	Final Approval
Current Date:	4/30/2014
Last Modified By:	LYNN GREEN
Last Modified Date:	1/16/2014
OSPI Last Modified By:	Heidi Schultz
OSPI Last Modified Date:	
Milestone History	
Initiated:	1/16/2014
Completed:	1/16/2014
Exported To Claims:	1/16/2014
Verified By Claims:	1/16/2014

Report Tool

Form Package Selector Tab

The Report tool is used to generate and print reports. Clicking the **Report Tool** icon in the left-hand navigation bar takes you to the **Form Package Selector** page where you can search and print the form package data. Enter the form package number for which you want data. Click Search.

You can export iGrants reports to an Excel document by selecting the **Export To Excel** button located below the Form Package Selector section.

Required Pages

Grants

Administrator

District

Select a Form Package

School

Select a Form Package

Consortium

Select a Form Package

All Budgets

Report Tool

Form Package Selector

Grants Report

Print

Form Package Selector

Search Show All

Form Package ID: 201

Form Package Name:

Funding Group Type: All

Funding Type: All

Milestone: All

Include Schools Form Packages: ☒

Export To Excel Explain this

Org Code	Organization	Form ID	Form Package	Current Status	Last Modified	Draft	Marked Finished	Officials Notified	OSPI Notified	Under Review	Needs Work	Final Approval	Budget Status
14005	Aberdeen School District	201	Title 1, Part A - Improving Basic Programs	Final Approval Issued	7/21/2014 JAMES SAWIN	08/18/14 JAMES SAWIN	08/18/14 JAMES SAWIN	08/18/14 JAMES SAWIN	08/18/14 JAMES SAWIN	10/09/14 JAMES SAWIN	10/20/14 JAMES SAWIN	10/23/14 JAMES SAWIN	Completed
	Allocation \$1,098,540												Original #0201750 \$1,102,286
													Revision 1 #0201750 \$1,102,286
													Revision 2 Carry Over #0201750 \$1,226,186

Grants Report Tab

The Grants Report Tab allows you to view grants from specific fiscal periods by selecting the desired **Fiscal Year** from the drop-down before clicking **View Report**.



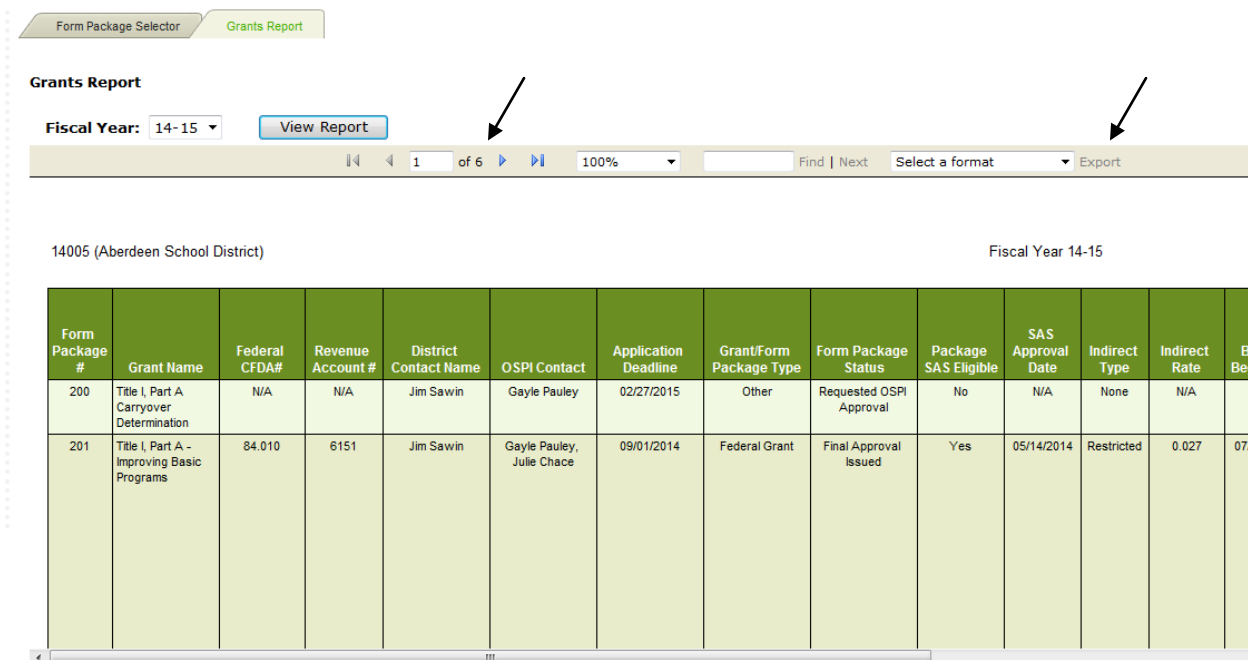
Form Package Selector Grants Report

Grants Report

Fiscal Year: 14-15 **View Report**

Clicking **View Report** will bring up all the district form packages, including both grants and reports. The first page will display the district-level form packages. All other pages will display building-level form packages, one page for each school as applicable.

Use the scroll bars to view the entire form package on your screen. Or use the **Export** feature to download the report to your computer. Be sure to **select a format** before you click **Export**.



Form Package Selector Grants Report

Grants Report

Fiscal Year: 14-15 **View Report**

14005 (Aberdeen School District) Fiscal Year 14-15

Form Package #	Grant Name	Federal CFDA#	Revenue Account #	District Contact Name	OSPI Contact	Application Deadline	Grant/Form Package Type	Form Package Status	Package SAS Eligible	SAS Approval Date	Indirect Type	Indirect Rate	B. Bet
200	Title I, Part A Carryover Determination	N/A	N/A	Jim Sawin	Gayle Pauley	02/27/2015	Other	Requested OSPI Approval	No	N/A	None	N/A	
201	Title I, Part A - Improving Basic Programs	84.010	6151	Jim Sawin	Gayle Pauley, Julie Chace	09/01/2014	Federal Grant	Final Approval Issued	Yes	05/14/2014	Restricted	0.027	07/

If you need further assistance, please contact iGrants at:
(360) 725-4956 or iGrants@k12.wa.us.